

029 - PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Operational Summary

Mission:

The Public Administrator-Public Guardian Department will, when no viable alternatives exist, effectively and caringly protect, assist and manage the affairs of resident decedent estates and residents unable to care for themselves or who may be a risk to themselves or others.

At a Glance:

Total FY 2005-2006 Actual Expenditure + Encumbrance:	4,562,416
Total Final FY 2006-2007	5,222,744
Percent of County General Fund:	0.169166%
Total Employees:	70.00

Strategic Goals:

- Timely and effectively protect and administer decedent estates when there are no other viable persons or entities to administer the estates: The Public Administrator (PA) protects the assets and manages the affairs of deceased residents of Orange County who at the time of death left no known heirs, no will, no named executor or an executor who is ineligible. The PA searches for assets belonging to the decedent, arranges for the interment when there are no known relatives, makes a search for heirs, and acts as administrator of estates when named in a will or when heirs request such service.
- Caringly and effectively serve as the conservator of persons and estates until viable alternatives are available or the person is no longer a risk to themselves or others: The Public Guardian/Probate Conservator responds to referrals from Adult Protective Services, local law enforcement agencies, designated mental health facilities and the Superior Court to investigate persons who are unable to properly provide for their personal needs of physical health, food, clothing or shelter, who are a danger to themselves or others, who are gravely disabled, who are at risk of undue influence by others, or whose property is subject to loss, injury, waste or mismanagement. When appointed by the Court, the Public Guardian assumes responsibility for care of the person and his or her assets.

Key Outcome Indicators:

Performance Measure	2005 Business Plan	2006 Business Plan		How are we doing?
	Results	Target		
NUMBER OF ALL PA CASES ADMINISTERED. What: A measurement of number of estates actually administered against total cases referred to the PA. Why: Measures the success of finding heirs to administer estates.	NA	3%	N/A	
PERCENTAGE OF REFERRED PA CASES CLOSED WITHIN 24 MONTHS. What: A measurement of the number of estates that are closed in a reasonable time period. Why: It measures the efficiency of administering estates.	NA	92%	N/A	

Key Outcome Indicators: (Continued)

2005 Business Plan		2006 Business Plan	
Performance Measure	Results	Target	How are we doing?
AVERAGE NUMBER OF LPS CASE ADMINISTRATIONS PER LPS ADMINISTRATIVE DEPUTY. What: A measurement of caseload for each LPS Deputy. Why: Most effective caseload is 70 case administrations per LPS Deputy.	NA	80	N/A
AVERAGE NUMBER OF PROBATE CASE ADMINISTRATIONS PER PROBATE ADMINISTRATIVE DEPUTY. What: A measurement of caseload for each Probate Deputy. Why: Most effective caseload is 60 administrative cases per Probate Deputy.	NA	60	NA
PERCENTAGE IMPLEMENTATION OF NEW CASE MANAGEMENT AND ACCOUNTING SYSTEM TO REPLACE EPAGES. What: Measurement of implantation of new software to be completed by fiscal year 2007/2008. Why: Steady and timely implementation is essential for replacing outdated and unstable system.	NA	50%	NA

FY 2005-06 Key Project Accomplishments:

- Public Administrator-Public Guardian successfully became an independent department within the County of Orange.
- Processed 1413 new referrals from various sources to determine whether PA should investigate or administer the estates.
- Investigated 705 referrals from various sources to determine whether PA should administer the estates or transfer responsibility to alternative administrators.
- Administered 50 new decedent estates.
- Managed all aspects of the El Matador Mexican Restaurant in Costa Mesa for an estate before selling it for \$535,000.
- Consigned 53 rare music boxes to be sold by Christie's auction house on behalf of an estate. It is the first time a major auction house has been used to sell valuable personal property.
- Successfully conducted two personal property auctions and three real property auctions to benefit decedent and conservatee estates obtaining almost \$12,281,725 for decedent and conservatee estates.
- Prepared and filed approximately 625 tax returns, including individual, fiduciary, estate, sales, employer and renter's assistance returns, on behalf of decedent and conservatee estates.
- Processed 2,821 financial transactions on behalf of PA decedent estates.

Public Administrator/Public Guardian - PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN:

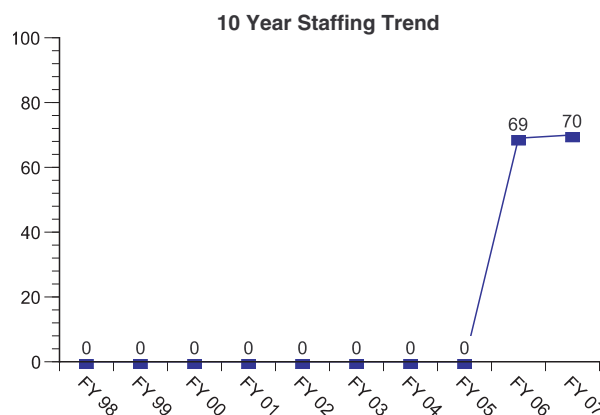
The Public Administrator (PA) protects the assets and manages the affairs of deceased residents of Orange County, who at the time of death left no known heirs, no will, no named executor or an executor who is eligible or unwilling to act.

The Public Guardian (PG) LPS is the designated County Conservator Investigator for mental health conservatorships. The PG LPS unit can serve as conservator for those individuals determined by the court to be gravely disabled as a result of their mental disorder when there is no one else to serve in that capacity.

The Public Guardian (PG) Probate investigates and administers conservatorships for those individuals unable to handle their own finances or care for themselves or are a victim of elder abuse.

ADMINISTRATION: Promotes and provides for the fiscal and operational integrity of the Agency through sound management principles and practices, and provides support services to Agency programs. Support services include Financial and Administrative Services, Information Technology, Human Resources.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- The Public Administrator/Public Guardian (PAPG) was established as a separate department effective July 1, 2005. A total of 69 positions, \$4,586,680 in appropriations, \$2,277,246 in revenue and a \$2,209,434 Net County Cost was approved for PA/PG. FY 06-07, PAPG submitted augmentation request to reduce 4 positions to meet NCC limit, restore 4 positions to provide existing level of services, and add one Deputy PAPG II position for Public Administrator division to administer more estates.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The requested budget does not include any funding for the replacement of Department's e-Pages case management system. The funding for the replacement of e-Pages case management system was requested through the Strategic Priorities process during 2005 Strategic Financial Plan. PAPG submitted an e-Pages Candidate System request during FY 06-07 to receive funding from Agency 038. CEO wisely recognized the need to replace our e-Pages case management system by approving our e-Pages Candidate System request to fund \$500,000 in FY 06-07 and \$500,000 in FY 07-08 from Agency 038.

Changes Included in the Base Budget:

Consistent with Chairman's goal and CEO policy, PAPG's base budget includes transfer of \$250,000 to PAPG reserve under General Fund (100-029-9811). As agreed with Health Care Agency, the cost apply for PG-LPS program for FY 2006-07 would be \$250,000 higher than the current year approved budget. The proposed 2007 Federal Budget includes changes/reductions in the Federal Medicaid program, which may reduce or eliminate PAPG Target Case Management (TCM) revenue up to \$750,000. In the absence of this reserve, PAPG may require General Fund backfill for any loss of TCM revenue to continuously provide existing mandated services to conservatees.

Approved Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
Add 1 Deputy Public Administrator Public Guardian II Position Amount:\$ 63,744	Add 1 position to enhance PA services and manage an increased amount of decedent estates.	To reduce the amount of cases that are referred to private attorneys and increase revenues.	4699
Restore 4 Positions and Net County Cost to Maintain Current Level of Service Amount:\$ 254,083	Restore 4 positions to maintain the current level of service due to cuts to meet the NCC limit.	Maintain the current mandated level of services.	4696

Final Budget History:

Sources and Uses	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Total Positions	0	69	69	70	1	1.45
Total Revenues	0	2,757,262	3,038,369	2,692,944	(345,425)	-11.37
Total Requirements	0	4,966,696	4,544,708	5,222,744	678,036	14.92
Net County Cost	0	2,209,434	1,506,338	2,529,800	1,023,462	67.94

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Public Administrator/Public Guardian in the Appendix on page A42

Highlights of Key Trends:

■ As the population of Orange County ages, it is expected that PA/PG will see an increase in referrals of older adults unable to provide for themselves or who are victims of elder abuse. A lack of community programs and support systems allowing independent living or protecting older adults from fiduciary abuse and neglect increases the vulnerability of adults in Orange County. These vulnerable older adults are frequently referred to the Public Guardian in order to protect their person and their estates.

■ A significant revenue source, Targeted Case Management (TCM), currently remains intact and a viable source of revenue for the Public Guardian programs. There is action at the federal level to reduce Medicaid funding, through which TCM is funded so any reduction or elimination of this funding source would negatively impact the Public Guardian in continuing to meet his fiduciary and mandated responsibilities.

Budget Units Under Agency Control:

No.	Agency Name	Public Administrator/Public Guardian
029	Public Administrator/Public Guardian	5,222,744
	Total	5,222,744

029 - Public Administrator/Public Guardian

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual Exp/Rev		Budget		Actual Exp/Rev ⁽¹⁾		Final Budget		Actual	
			As of 6/30/06		As of 6/30/06				Amount	Percent
Revenue from Use of Money and Property	\$	0	\$	202,966	\$	273,144	\$	205,000	\$ (68,144)	-24.95%
Intergovernmental Revenues		0		1,048,124		965,522		1,075,000	109,478	11.34
Charges For Services		0		1,506,172		1,794,589		1,412,944	(381,645)	-21.27
Miscellaneous Revenues		0		0		5,115		0	(5,115)	-100.00
Total Revenues		0		2,757,262		3,038,369		2,692,944	(345,425)	-11.37
Salaries & Benefits		0		5,243,091		5,034,309		5,420,089	385,780	7.66
Services & Supplies		0		913,180		729,974		1,038,723	308,749	42.30
Other Charges		0		5,769		5,768		6,000	232	4.01
Other Financing Uses		0		30,000		0		0	0	0.00
Intrafund Transfers		0		(1,225,344)		(1,225,344)		(1,492,068)	(266,724)	21.77
Reserves		0		0		0		250,000	250,000	0.00
Total Requirements		0		4,966,696		4,544,708		5,222,744	678,036	14.92
Net County Cost	\$	0	\$	2,209,434	\$	1,506,338	\$	2,529,800	\$ 1,023,462	67.94%

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.